

BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010

HEMINGFORD PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING AGENDA

Monday, February 11, 2019

High School Library

The Board of Education of School District 07-0010 will meet on Monday, February 11, 2019 in the High School Library as duly advertised in the Hemingford Ledger.

- I. Routine Business
 - A. Call Meeting to Order
 - B. ROLL CALL
 - C. Excuse Absent Board Member(s)
- II. Approval of Agenda
- III. Regular Meeting Agenda
 - A. Public Participation (MAXIMUM OF 30 MINUTES ALLOTTED FOR THIS PORTION)
 - B. Correspondence
 - C. Approval of Minutes
 - D. Payment of Claims and Financial Reports
 - E. Policy 506.01-Eligibility
 - F. Policy 611.07-Graduation Requirements
 - G. Policy 206.05-Participation in Insurance Program by Board Members
 - H. Policy 705.06-Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds
 - I. Policy 705.07-Fiscal Management for Purchasing and Procurement Using Federal Funds
 - J. Policy 716.00-ESSA non-Regulatory Business Requirements
 - K. Certified Resignation
 - L. Jr. - Sr. High School Principal Contract and Salary
 - M. 2019-2020 Calendar
 - N. PK-6 Principal Contract and Salary
 - O. Certified Resignation
 - P. Signatures on Accounts
- IV. Discussion/Possible Action Items
 - A. Legislation Information
 - B. 2017-2018 Annual Report
 - C. Mrs. McClure
 - D. ESSA Audit
 - E. Building Discussion

- F. Eureka Math Curriculum Discussion
- G. Board Workshop
- V. Administration Reports
- VI. Superintendent Report

- Board Member Workshops attended or attending
- Legislative Workshop-Blanche
- Board President Retreat-Ansley
- Legal Conference-Blanche

- Chadron-Tuesday-Webinar
- State Wrestling
- NRCSA Legislative Conference-March 5
- NRCSA Spring Conference-March 20-March 21
- Classified Wage Sheet

- VII. Report from Board Committee
- VIII. Items For Next Board Meeting
- IX. Adjournment

BILLS FOR FEBRUARY 2019

	COMPANY	FOR	AMOUNT
1	Adamson Automotive	Bus maintenance	\$ 13,740.79
2	Alliance Family Medicine	Health Exam	\$ 175.00
3	Bernie's Ace Hardware	Supplies	\$ 112.03
4	Gelnda Bierfreund	SpEd Services	\$ 390.20
5	Black Hills Energy	natural gas service	\$ 5,101.61
6	Bluffs Sanitary Supply	supplies	\$ 1,998.82
7	Box Butte County Clerk	election fee	\$ 402.01
8	CDI Technologies	Chromebooks	\$ 20,898.09
9	Chadron Public Schools	SpEd Services	\$ 548.08
10	Connecting Point	copier maintenance	\$ 623.00
11	Crescent Electric	supplies	\$ 290.20
12	Culligan Water	softwater maintenance	\$ 233.17
13	Darrens Carquest	supplies	\$ 67.44
14	DAS State Accounting	fee	\$ 229.49
15	Decker Equipment	supplies/door signage	\$ 5,669.06
16	Deluxe	checks	\$ 430.16
17	ELAN Visa	supplies/Travel	\$ 3,954.05
18	ESU #13	SpEd Services	\$ 5,821.35
19	Farmers Coop	supplies	\$ 17.91
20	Golden West Technologies	off-site backup	\$ 595.00
21	Great American Financial Service	copier lease	\$ 940.00
22	HAL Payments	college course reimbursement	\$ 3,545.20
23	Hemingford Coop Telephone	telephone service	\$ 965.51
24	Hemingford Ledger	subscription	\$ 52.00
25	Hemingford Utilities	utility service/meter replacement	\$ 7,719.64
26	Hill Top Electric	maintenance	\$ 173.10
27	Huss Auto Repair	vehicle maintenance	\$ 35.70
28	Ideal Linen	custodian supplies	\$ 1,548.80
29	Imprest Account	supplies/travel	\$ 1,314.64
30	Jacks Refrigeration	maintenance	\$ 883.34
31	Jostens	senior banner	\$ 739.62
32	JW Pepper	music supplies	\$ 797.64
33	Keating and Associates	125 Plan fee	\$ 180.00
34	Kully Supply	maintenance	\$ 313.16
35	Mar-Bow Music	music supplies	\$ 217.00
36	McGraw Hill Education	science digital subscription	\$ 60.75
37	Mobius Communications	admin cameras	\$ 1,116.68
38	NASB	fee/conference	\$ 605.00
39	NASB	dues	\$ 4,051.00
40	NCSA	conference	\$ 125.00
41	NE Safety Center	Transportation Course	\$ 700.00
42	Occupational Therapy	SpEd Services	\$ 1,424.70
43	OnToCollege	John Baylor	\$ 2,000.00
44	Phillips F&T	fuel	\$ 163.21
45	Quill	supplies	\$ 621.35
46	Rabens Market	supplies	\$ 383.05

BILLS FOR FEBRUARY 2019

47	Reading and Writing Project Net	Developer Day		\$ 3,500.00
48	Rocky Mountain Air Solutions	voag supplies		\$ 202.67
49	Soar Pediatric Therapy	SpEd Services		\$ 1,563.85
50	Sonny's Bike Shop	Treadmill maintenance		\$ 955.50
51	Star Herald	subscription		\$ 252.24
52	Synchrony Bank/Amazon	library books		\$ 244.42
53	Twenty First Century	maintenance		\$ 913.99
54	UPS Billing Center	shipping fee		\$ 26.22
55	Verizon Wireless	cell phones		\$ 256.48
56	Westco	Fuel		\$ 5,384.44
			TOTAL	\$ 105,273.36

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Additional eligibility requirements are in place as of January 3rd, 2006 that were developed by a committee of teachers, parents, and administrators.

Students in grades 9-11 must pass thirty (30) semester hours (six classes) of credit the immediate preceding semester in order to be eligible for any activity sponsored by Hemingford Public Schools.

Seniors: Students in Grade 12 will be required to pass twenty (20) semester hours (four classes) of credit during their senior year in order to be eligible for any activity sponsored by Hemingford Public Schools.

Students in grades 7 and 8 must pass 6 of 8 classes the immediate preceding semester in order to be eligible for any activity sponsored by Hemingford Public Schools.

In addition to the above eligibility rule, eligibility for Junior and Senior High students at Hemingford Public Schools is determined on a weekly basis. Students failing the same class in any two consecutive week period will be considered ineligible for any and all activities, competitions, or performances for a one week period which will be considered Monday through Saturday. Individuals may practice with team, however may not be released from school to travel with the team.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).
 34 C.F.R. Pt. 106.41 (1993)
 Neb Statute 79-296
 79-443

Cross Reference: 502 Student Attendance
 504 Student Rights and Responsibilities
 505 Student Discipline
 508 Student Health and Well-Being

Approved _____ Reviewed _____ Revised _____

ESSA NON-REGULATORY BUSINESS REQUIREMENTS

In accordance with the Every Student Succeeds Act (ESSA) and other federal programs, the District will conform to the procedures stated here.

1. Supplement not Supplant

The District may use Title I funds only to supplement and, to the extent practical, increase the level of funds that would, in the absence of Title I funds, be made available from non-Federal sources for the education of students participating in Title I programs. In no case may Title I funds be used to supplant--i.e., take the place of--funds from non-Federal sources.

2. Maintenance of Effort

The District shall maintain its fiscal effort related to ESSA programs at 90 percent of prior funding in compliance with the requirements of federal law.

3. Equitable Allocation

Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff assignments, curriculum materials, and instructional supplies shall be distributed to the schools so as to ensure equivalence of personnel and materials among them in compliance with the requirements of federal law.

4. Resources

The procurement of resources, including contracts and purchase or service agreements, related to ESSA programs shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources that have been funded by Title I and IDEA, such as staff, materials and equipment, shall be used only for children participating in the program.

5. Maintenance of Records

All federal program records shall be kept for at least 5 years after the start date of the project.

6. Standards and Expectations

Students receiving services under Title I will be held to the same standards and expectations as all other students.

7. Identification of Eligible Children

The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

Approved _____ Reviewed _____ Revised _____

8. Coordination of Services

Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Assessments

Students receiving services in Title I are assessed with the regular population without accommodations.

10. Parents Right to Know

At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request the District to provide, in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher-

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

11. Testing Transparency

At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request the District to provide, in a timely manner, information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy or procedure on the parental right to opt the child out of such assessment(s) where applicable. The District shall make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

(A) the subject matter assessed;

(B) the purpose for which the assessment is designed and used;

(C) the source of the requirement for the assessment;

(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and

(E) the time and format for disseminating results.

12. Parental Participation in Language Instruction Programs

At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can-

(A) be involved in the education of their children; and

(B) be active participants in assisting their children to-

- (i) attain English proficiency;
- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of any English learner identified student of opportunities to participate in various school programs such as hearing and responding to parents' recommendations, to comply with ESSA.

13. Suspension and Debarment

The District will follow the provisions of Policy 706.07 Suspension and Debarment in all applicable programs using federal funds.

14. Authority to Sign Applications

The Superintendent or Superintendent's Designee is authorized to sign applications for ESSA formula grants on behalf of the District. The Superintendent shall follow Board policies in determining whether acceptance of such grant funds is appropriate to the District.

15. Compliance with Federal Programs

The Superintendent shall be responsible for District staff to take appropriate action as required by law for the District to maintain compliance with ESSA and specific grant programs under ESSA in which the District participates.

Participation in Insurance Program by Board Members

Members of board of education may participate in the school district's health and life insurance plans which are provided to school district employees. A board member electing to participate in the insurance program of the school district shall pay both the employee and the employer portions of the premiums to the district in advance of any payments being due from the district to the insurance carrier.

Every three months, the board will place on its agenda a report identifying the board members who have elected to purchase insurance coverage through the district. This report will shall be made available in the school district office for review by the public upon request.

Adopted on: _____

Revised on: _____

Reviewed on: _____

From: Sarah Arneson
2917 W Lakefield Drive
Alliance, NE 69301
sarahaarneson@gmail.com
402-730-5784

To: Hemingford Public Schools
Attn: Mr. Isom, Mr. Kluver, Ms. Plog and School Board

January 18, 2019

Dear Ms. Plog and Hemingford Public Schools,

Thank you for this opportunity to be the School within a School Teacher at Hemingford Public Schools. This letter is to notify you of my resignation from the School within a School Teacher Position. The resignation will take place after I have completed the fulfillment of my duties for the 2018-2019 School Year Contract which should be on or shortly after May 22, 2019. I have enjoyed my time teaching in this program and would love to continue, however it has become clear that I need to prioritize my children for the next 2 to 3 years by staying home.

I intend to be available as a Substitute Teacher at HPS until the time comes that both my children are in school full time. My teaching certificate, which HPS has on file, certifies me to teach grades K-12. For Substitute Teaching, I would appreciate receiving the most advance notice possible. I will not typically be available if you were to call the day that I would be needed.

Please let me know if I can be of any assistance in the transition. I would be happy to share my knowledge of any of the computer programs necessary for the SWS position.

Thank you.

Sincerely,



Sarah Arneson

Geographic Educators of Nebraska

Dr. Randy Bertolas, Coordinator · raberto1@wsc.edu · 402-375-7018 · www.ngsednet.org/geon

January 11, 2019

Shari—

In my last act as Alliance coordinator for the Geographic Educators of Nebraska, I want to recognize you with the organization's Leadership Award. This honor acknowledges your many years of service to GEON and your contributions to geography education.

As a past member of the GEON steering committee, you are automatically a member of the newly constituted GEON 2.0 Board of Directors. Your devotion to our efforts over the years is duly noted. I hope that the Board can count on your support going forward.

Sincerely,



Randy J. Bertolas, Ph.D.

Professor of Geography and Chair

Department of History, Politics, and Geography

Wayne State College

1111 Main Street

Wayne, Nebraska 68787

402.375.7018

Outreach Coordinator for Gamma Theta Upsilon (GTU)

Coordinator of the Geographic Educators of Nebraska (GEON)

Campus faculty advisor for Gamma Theta Upsilon, Phi Kappa Phi, Pi Gamma Mu, and the Explorers Club

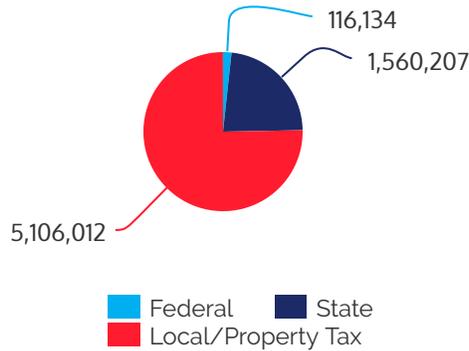
"When the student is ready, the teacher appears." --Buddhist proverb

Hemingford Public Schools

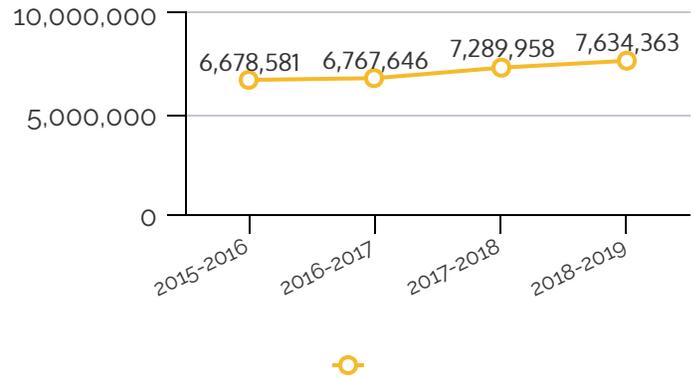
2017-2018 Annual Report

This Annual Report is intended to provide a "snapshot" of information for district patrons. All of the information is based upon the 2017-2018 school year. We encourage you to visit our schools and to take an active role in the education of Hemingford Students. This report is produced by the Superintendent. All comments and questions concerning this report should be directed to the superintendent at 308-487-3328. Thank you.

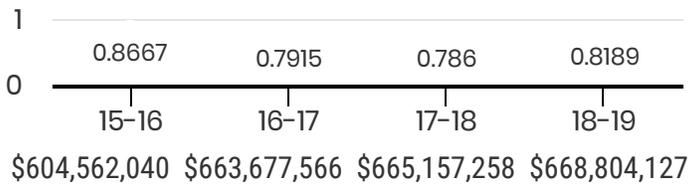
School Finance Receipts Summary of the 2017-2018 audit



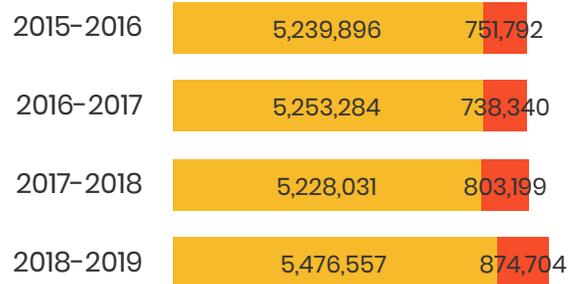
Total General Fund Disbursements



Mill Levy and Valuation



Property Tax Request and State Aid



2017-2018 Certified Staff

Average Teacher Salary

Hemingford \$51,758
State \$54,422

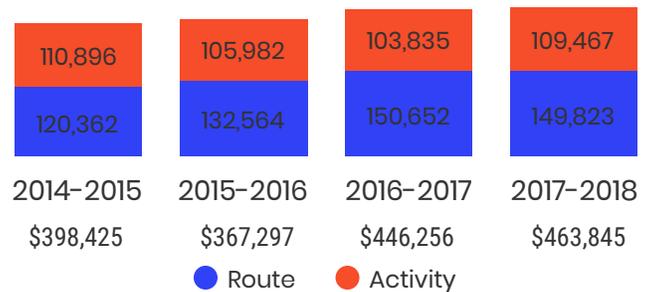
Average Years Experience

Hemingford 15.08
State 14.03

Teaching Staff with Masters Degree/Higher

Hemingford 43.89%
State 54.92%

Transportation Facts and Figures



Our Mission

Empowering individuals to be respectful, resourceful and responsible lifelong learners.

Student Population Characteristics

Enrolled in Special Education

HEM: 11.0% State: 15.0%

Mobility Rate

HEM: 3.99% State: 4.23%

Eligible for Free/Reduced Meals

HEM: 35% State: 46.00%

PK - 12 Enrollment 2017-2018 Fall Membership

PK-25
K-37
1st-25
2nd-31
3rd-29
4th-41
5th-28
6th-23
7th-40
8th-23
9th-31
10th-40
11th-25
12-29
Total=427

Student Population

2017-2018 427
2016-2017 418
2015-2016 406
2014-2015 408

PK-12 Daily Attendance Data



● HEM ● State

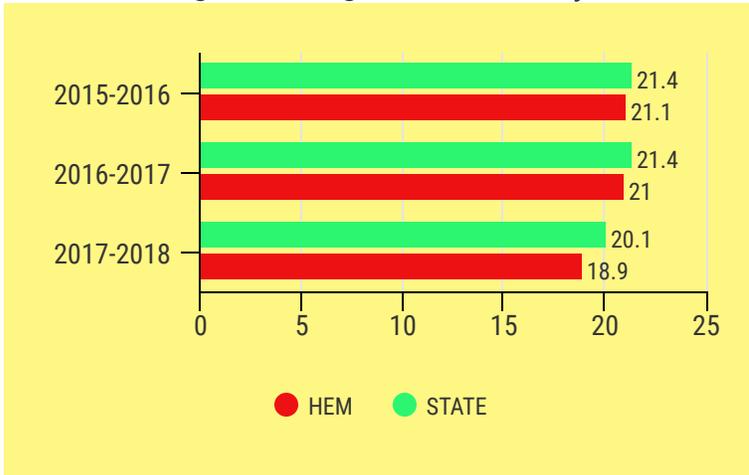
District Geography

District 10 is made up of land that sits in three counties-Box Butte, Sheridan and Dawes. There are 1,177 square miles.

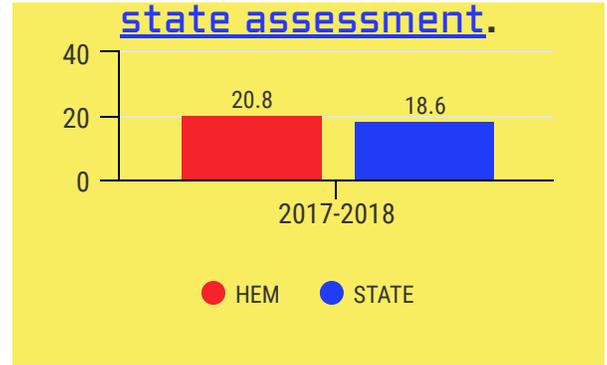
School Board

District 10 is governed by a six member board. Each board member serves four year terms. Present board members-Justin Ansley, Brett Cullan, Rick Horstman, Blanch Randolph, Trish Schumacher and Troy Turek. Mary Curtis serves as board clerk/treasurer.

ACT INFORMATION-This information reflects the graduating class for the year.

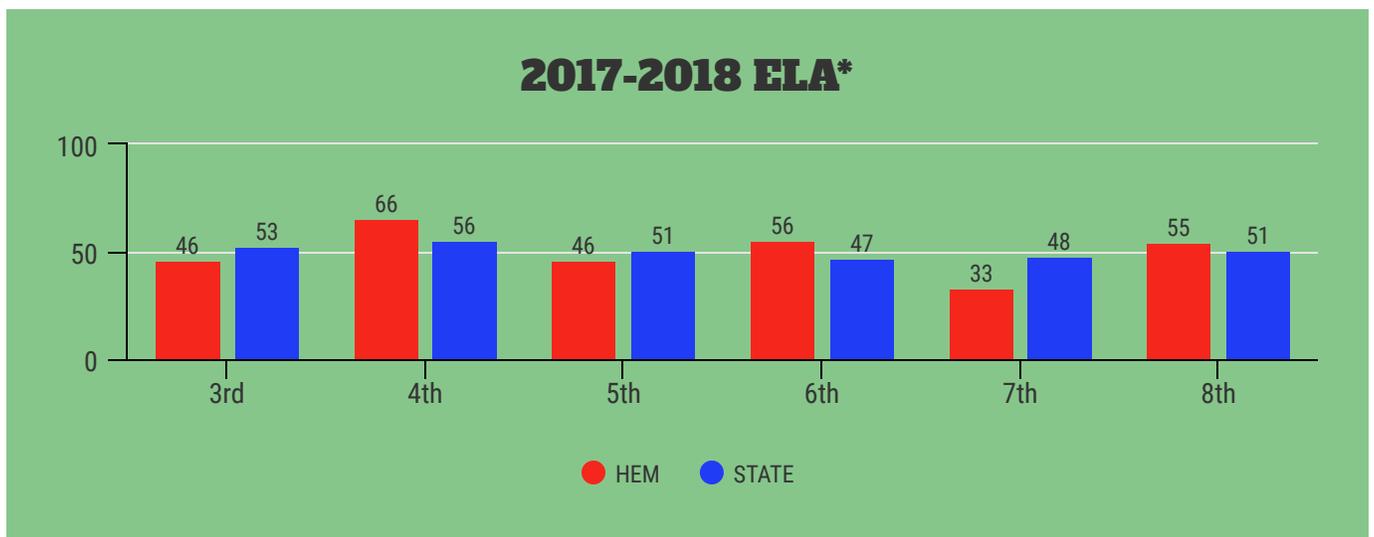
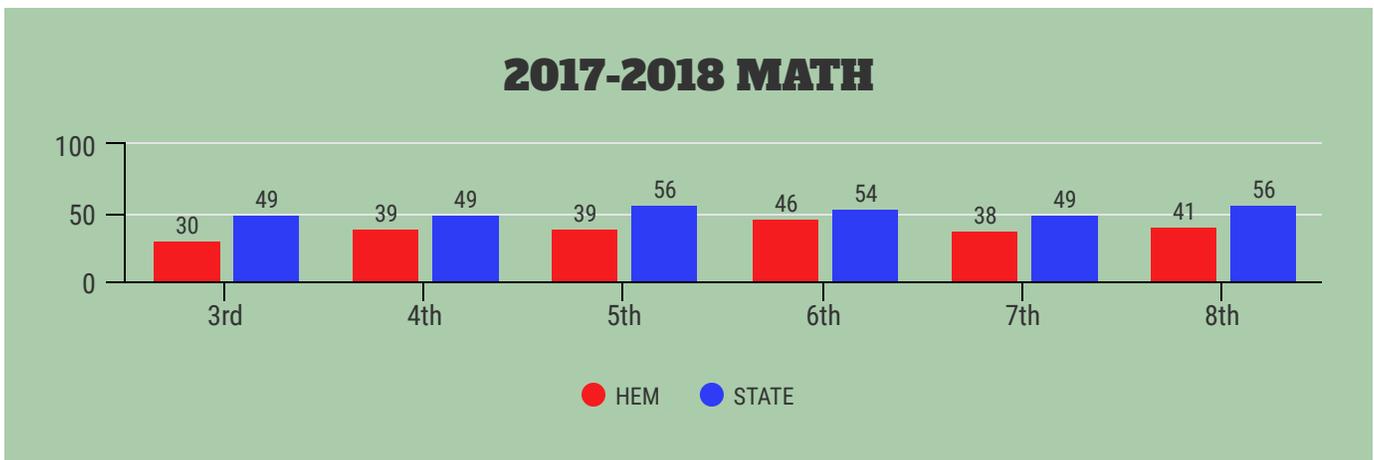


For the second year, 2017-2018 school year saw the entire junior class taking the ACT for the junior [state assessment](#).



NSCAS State Testing--The graph below shows the combined percentage of students on track and at benchmark.

*ELA=English Language Arts



Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$150,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$3,500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Construction with an Anticipated Cost of between \$3,500 and \$100,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$100,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

B. Construction Projects with an estimated cost of \$100,000 and over will be made pursuant to the District's Policy on Bid Letting and Contracts.

IV. Construction Projects with an Anticipated Cost Over \$150,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$150,000 will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly

respond;

3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

4. The contract will be awarded to the lowest responsive and responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be

returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$3,500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$3,500 and \$150,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$150,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$150,000

a) Sealed Bids (Formal Advertising)

For purchases over \$150,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;

- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
- 4) After solicitation of a number of sources, competition is determined inadequate.
 - b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
 - c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by

including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
- 2.** Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- 3.** The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

IV. Property Management Systems

A. Property Classifications

- 1.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
- 2.** Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
- 3.** Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
- 4.** Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the

federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project

experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010
HEMINGFORD PUBLIC SCHOOLS
HEMINGFORD, NEBRASKA
January 14, 2019

A regular meeting of the Board of Education of School District 07-0010 was called to order at 5:17 PM in the Hemingford High School Library by Trish Schumacher. Notice of the meeting was given in advance through the Hemingford Ledger. Board members were notified in advance of the meeting.

Members Present: Ansley, Horstman, Randolph, Schumacher, Turek
Absent: Cullan

Visitors: Mrs. Smaha, Kay Bakkehaug

Reorganization of the Board of Education

President Nominations: Ansley nominated Schumacher; Horstman nominated Ansley. Turek motioned for nominations to cease Randolph seconded. Voice vote carried 5-0 Ballot vote taken; Ansley elected as President. Vice President nominations: Turek nominated Schumacher Horstman seconded; motion to close nominations made by Turek seconded by Randolph. Voice vote carried 5-0. Schumacher elected Vice President. Secretary nominations: Turek nominated Cullan seconded by Horstman; Ansley nominated Randolph Schumacher seconded; motion for nominations to cease made by Turek seconded by Horstman-Voice vote carried 5-0; Randolph elected Secretary.

Committees:

Americanism: Ansley, Cullan, Randolph
Teacher Negotiations: Ansley, Schumacher, Turek
Motor Vehicle: Ansley, Horstman, Turek
Leadership: Cullan, Horstman, Randolph
Building: Schumacher, Turek, Horstman

Motion by Turek to excuse absent member Cullan. Second by Schumacher. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion by Randolph to approve the Agenda as presented. Second by Horstman. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Mrs. Smaha was present to thank the Board for allowing her and Mrs. Raben attend the NCT National Conference in Houston, TX. They understand it was an expense, but new techniques, networking with other English teachers, and putting names to faces is something that is extremely valuable. They would like to continue the opportunity to go.

Correspondence to the board included a thank you from the Darlene Anderson Family, the Hemingford Fire Department, and numerous staff members for the Chamber Bucks.

Motion by Turek to approve minutes of December 10, 2018 meeting as presented. Second by Randolph. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion by Horstman to approve Financial Reports as presented. Second by Turek. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motin by Turek to approve payment of bills. Second by Randolph. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion by Turek to appoint Mary Curtis as Board Treasurer/Clerk for 2019. Second by Horstman. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion by Schumacher to continue with Bank of the West as the Depository for District 10 Funds. Second by Randolph. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion by Horstman to approve Charles Isom to serve as the board authorized representative and to sign all forms and documents for all matters relating to Local, State and Federal matters when appropriate for the. 2018-2019 school year. Second by Schumacher. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion to designate Harold Adamson to serve as the bus mechanic for the district. Second by Randolph. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion by Horstman to designate Terry Curtiss and KSB School Law as representatives of Box Butte County District 10 legal matters. Second by Randolph. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

Motion by Turek to designate Gardner, Loutzenhiser and Ryan as Box Butte County District 10 auditors. Second by Horstman. Roll Call: Ansley-Aye; Horstman-Aye; Randolph-Aye, Schumacher-Aye, Turek-Aye—5-0-0—Motion carried

First Reading of Policy 506.01-Eligibility

First Reading of Policy 611.07-Graduation Requirements

First Reading of Policy 206.05-Participation in Insurance Program by Board Members

First Reading of Policy 705.06-Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

First Reading of Policy 705.07-Fiscal Management for Purchasing and Procurement Using Federal Funds.

First Reading of Policy 716.00-EESA non-Regulatory Business Requirements

Mr. Arneson reported on the Elementary In-service day. The ideas were great and the teachers learned a lot, it will be a learning experience. NSCAS scores are in and we had a decrease, but the test has changed and we need to work on new teaching materials. He is looking into a math curriculum for K-9 classes.

Mr. Kløver reported on the ACT workshop in Bridgeport in March and John Baylor will be here February 19th for 9-11 students. ACT prep is wrapping up with Mrs. Raben, we are scheduling our test day for April 9th. He sent our student handbook to KSB for review and redline any changes that need to be made. Speech is going well we had to place in the meet in Gering. He also explained the NSAA rule on JH boys sports: If you have less than 12 boys in JH then you can allow Sixth grade to play.

Mrs. Plog reported that the School Within School ad is running and she already has one response. She is hoping there will be a candidate by the March Meeting. She gave her report from Odysseyware: 10 students are taking classing in SWS and they all passed. She shared the application for the program that the kids can fill out. She gave a legislative update.

Superintendent Report

Water Discussion-1/8/2019--Met with Kyle from the City. Discussion was held on the billing to go to \$1.70 per 1,000 or whatever the new rate adjustment is. Jim was also present and we discussed how the meter would work. They will put in a meter pit on east end of football field and then the school/ag society would be in charge of repairs west of there. A discussion was held about drilling a well within city limits and having our own but we would have to find out the rules and regulations. Looking into a new irrigation system is an option as well. He discussed legislative updates and bills that are presented.

Committee Reports-Lee Davies will be here Wednesday, January 14 at 4 PM to meet with staff.

Annual report and final reading of Policies

The meeting was adjourned at 7:04 PM by President Ansley.

Mary Curtis
Board Clerk

Blanche Randolph
Board Secretary

The next board meeting is scheduled for Monday, February 11, 2019 at 5:00 PM at Hemingford High School.

February 8, 2019

Robyn Prochazka
262 CR 70
Hemingford, NE 69348

Board of Education and Administration
Hemingford Public School
P.O. Box 217
Hemingford, NE 69348

Dear Hemingford Public School Board of Education and Administration:

It is with a great deal of thought and a heavy heart that I have decided to retire at the end of the 2018-2019 school year. Therefore, I am submitting my formal letter of resignation from the Hemingford Public School system.

Over the past 37 years, I have been very blessed to have been employed by the Hemingford Public School system as a full-time teacher for 27 years and a substitute teacher for 10 years. I am so grateful for all the close professional and personal relationships I have developed over these years. The support I have received from the staff and administration is second to none, and I am thankful.

John and I will continue to farm and ranch outside of Hemingford, but we also plan to spend a few weeks closer to Tyler and his family when the opportunity arises. I would love to remain a part of the school system by being a substitute teacher when the need arises. I am also willing to assist in finding my replacement in any way, and I will be happy to help him/her transition into the Hemingford Public School system.

Hemingford Public School has always been my home away from home and will always hold a special place in my heart. Thank you for allowing me to be part of such a fantastic school for 37 years.

Sincerely,

A handwritten signature in cursive script that reads "Robyn Prochazka". The signature is written in black ink and is positioned above the printed name.

Robyn Prochazka

**Financial Report
Hemingford Public Schools
February 11th, 2019**

General Fund 01-15-2019	\$ 1,213,846.35
Misc – Jan	\$88,714.53
Interest on Deposits – Jan	\$684.82
State Aid	<u>\$87,470.00</u>
	\$176,869.35

Balance General Fund 01-15-2019 **\$1,390,915.70**

Tax Receipts – Feb 2019 <small>(Dawes County Unavailable)</small>	\$319,211.98
Bills – Feb 2019	\$105,273.36
Payroll –Feb 2019	<u>\$458,240.12</u>
Total Expense – Feb 2019	\$ 563,513.48

Total Available Funds 02-11-2019 **\$ 1,146,614.20**

Building Fund Balance 01-15-2019	\$ 828,935.11
Interest on Deposits – Jan	<u>\$612.42</u>

Balance Building Fund 01-15-2019 **\$829,547.53**

Tax Receipts – Feb 2019 <small>(Dawes County Unavailable)</small>	\$29,545.11
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Balance Building Fund 02-11-2019 **\$859,092.64**

CD's	\$540,000.00 – Balance to Date: \$541,068.04
	12 Month CD \$120,000 – Interest to Date \$203.42 – Balance \$120,203.42
	18 Month CD \$120,000 – Interest to Date \$203.42 – Balance \$120,203.42
	24 Month CD \$150,000 – Interest to Date \$330.60 – Balance \$150,330.60
	30 Month CD \$150,000 – Interest to Date \$330.60 – Balance \$150,330.60
	Total Interest to Date: \$1,068.04

(Statements for CD's are received annually or when they mature)

Graduation Requirements

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 230 credits prior to graduation through 2020-2021 school year. The following credits will be required:

Grades 10-12

- A minimum of 230 academic hours are required for high school graduation.
- 170 hours are specifically required with
 - 40 in English (taken sequentially, speech included in the English curriculum)
 - 30 in Mathematics
 - 30 in Social Studies (including 10 hours in American History and 10 hours in American Government)
 - 30 hours in Science (including 10 hours in a physical science and 10 hours in a biological science)
 - 10 hours in Physical Education
 - 10 hours in Fine Arts
 - 20 hours in Business (including 10 hours in Computer Applications)

Starting with the 2021-2022 school year (2018-2019 Freshman), high school students must complete 260 credits prior to graduation. The following credits will be required:

- A minimum of 260 academic hours are required for high school graduation
- 200 hours are specifically required with
 - 40 in English
 - 40 in Science
 - 40 in Social Studies
 - 30 in Mathematics
 - 30 in Career Technical Education
 - 10 in Physical Education/Health
 - 10 in Fine Arts

Students will be able to utilize Dual Credit classes to fulfill this requirement. Students may take college classes in all curricular areas to fulfill this requirement. Seniors that are in good standing and have all requirements filled, will be allowed to take up to 4 college classes.

Pre-college students should check additional requirements often prescribed by the college of their choice, especially prior the junior and senior years.

Courses from an approved agency may be taken when the student has an actual need to take a course in order to meet graduation requirements and deadlines. Courses must be taken under the direction of an administrator, counselor, or teacher as the supervisor if the student wishes to count this credit toward a high school diploma. It must be stressed that these courses are not the easiest method of receiving credit and payment is the responsibility of the student.